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BY-LAWS

OF THE

BOARD OF REGENTS

OF THE

UNIVERSITY OF NEBRASKA,

LINCOLN, NEB.

AS AMENDED AND REVISED DECEMBER, 1887.

PUBLISHED BY AUTHORITY OF THE BOARD.

LINCOLN:
STATE JOURNAL COMPANY, PRINTERS.
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IN EXCHANGE,

Univ. of ~~Michigan~~

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BOARD OF REGENTS.

HON. CHARLES H. GERE,	Lincoln,	Term expires January, 1892.
	<i>President.</i>	
HON. LEAVITT BURNHAM,	Omaha,	Term expires January, 1892.
HON. JESSE M. HIATT,	Alma,	Term expires January, 1888.
HON. EDWARD P. HOLMES,	Lincoln,	Term expires January, 1888.
HON. MILTON J. HULL,	Edgar,	Term expires January, 1890.
HON. JOHN T. MALLALIEU,	Kearney,	Term expires January, 1890.

J. STUART DALES, *Secretary*, Lincoln.

REGENTS ELECT NOVEMBER, 1887.

BYRON B. DAVIS, <i>vice</i> J. M. HIATT,	McCook.
GEORGE ROBERTS, <i>vice</i> E. P. HOLMES,	Creighton.
Terms expire January, 1894.	

BY-LAWS.

As amended and revised, December, 1887.

CHAPTER I.

ANNUAL AND REGULAR MEETINGS.

SECTION 1. There shall be an annual meeting of the Board of Regents, to be held on the Tuesday next preceding the annual commencement; also a regular meeting the Tuesday next preceding the close of the Fall term.

SPECIAL MEETINGS.

SEC. 2. Special meetings of the Board may be held on their own adjournment or on the call of the President, at the request of three Regents; or on call of the Executive Committee when they may deem it expedient.

In case of a called meeting, at least ten days' notice shall be given in writing to each member of the Board.

PLACE OF MEETING.

SEC. 3. The meetings of the Board shall be held at the University, in the city of Lincoln, unless otherwise ordered by the Board; and all such meetings shall be open to the public, except when the Board shall otherwise order.

ORDER OF BUSINESS.

SEC. 4. The order of business of the Board of Regents shall be as follows :

1st. Reading, correcting, and approving the minutes of the last preceding meeting.

2d. Report of the Chancellor.

- 3d. Reports from standing or special committees.
- 4th. Presentation of memorials or other communications to the Board.
- 5th. Motions or resolutions.
- 6th. Unfinished or miscellaneous business.

STANDING COMMITTEES.

SEC. 5. There shall be four standing committees of the Board, as follows :

- 1st. The Executive Committee, of which the President shall be chairman.
- 2d. The Finance Committee.
- 3d. The University and Library Committee.
- 4th. The Committee on Course of Study.

EXECUTIVE COMMITTEE.

SEC. 6. This committee shall have the general supervision of all the property belonging to the University ; shall have authority to institute suits when necessary, for maintaining the rights or for recovering property belonging to the University ; and shall prepare or cause to be prepared the biennial report of the Board, as required by law, to the Governor of the State.

FINANCE COMMITTEE.

SEC. 7. This committee shall have the general supervision of the financial condition of the University, subject to the regulations and control of the Board.

At the annual meeting of the Board they shall make a full report, showing the financial condition of the University, the nature and amount of its several funds, making an estimate of the receipts and expenditures for the next year, and such recommendations as the committee may think proper to make. The fiscal year shall close the last day of November in each year.

UNIVERSITY AND LIBRARY COMMITTEE.

SEC. 8. This committee shall have particular supervision of the buildings and grounds of the University, and of the College Farm, and shall direct the expenditures ordered by the Board, except when the same shall be otherwise provided for. They shall have supervision of the University Library and Cabinets, and make all needful rules and regulations for the safe keeping of the books and collections of the University, subject to the approval of the Board.

COMMITTEE ON COURSE OF STUDY.

SEC. 9. It shall be the duty of this committee to have supervision over the courses of study in the various departments of the University, and report thereon at their option, or when directed so to do by the Board. But no motion to change the course of study in any department shall be put on its passage until it has been referred to the proper Faculty for its report thereon.

THE LIBRARIAN.

SEC. 10. The Librarian shall have control of the Library of the University, and shall open it for use under the regulations made by the University and Library Committee, and the Library Committee of the Faculty. He shall make an annual report to the Board of Regents at their meeting next preceding the Commencement, showing the number of volumes that have been added during the year, and what books have been lost or destroyed, and by whom. He shall also keep an alphabetical record of the title of each book purchased, and the cost of the same.

THE REGISTRAR.

SEC. 11. The Registrar of the University shall keep a record of the name, age, and place of residence of each student, together with the names and places of residence of their parents or guardians, in a book prepared for that pur-

pose. The Registrar shall also keep a record of the several studies pursued by each student, the date of their entrance to and graduation from, or leaving the University, with the circumstances attending. Each professor or instructor shall at the close of each term furnish to the Registrar for record, a report of the class standing of every student in the several branches taught by him. The Registrar shall furnish to each student at the close of each term, and to their parents or guardians when required, a report of the student's standing in the several studies pursued. In case of a vacancy in the office of Registrar, the duties thereof shall be performed by the Secretary of the General Faculty until otherwise ordered by the Board.

CHAPTER II.

OFFICERS OF THE BOARD, AND THE CHANCELLOR—DUTIES OF.

SECTION 1. The officers of the Board shall consist of a President and Secretary ; the latter shall be *ex officio* Steward of the University.

DUTIES OF THE PRESIDENT.

SEC. 2. The President shall preside at all meetings of the Board of Regents, and shall cause its business to be conducted according to general parliamentary rules, as modified by the regulations of the Board.

In the absence of the President, the Board may appoint a President pro tem., who shall perform the duties of the presiding officer of the Board. The President shall counter-sign all certificates issued by the Secretary.

DUTIES OF THE SECRETARY.

SEC. 3. The Secretary shall have the custody of all the books and papers of the Board, except such as are otherwise specially provided for. He shall keep them safely on

file, subject always to the inspection of the Board or any committee or member thereof. He shall keep an accurate journal of all the proceedings of the Board. He shall draw all certificates authorized by the Board, or by the rules and regulations of the Board. He shall perform such other duties as pertain to his office, and such as shall be required by the Board, or by its rules and regulations. For the safe keeping of the books and papers of the Board, and for delivering them to his successor, and for the faithful performance of his other duties, the Secretary shall, before entering on the duties of his office, execute a bond to the Board in the penal sum of ten thousand dollars (\$10,000), with two approved sureties, which bond shall be deposited by the President of the Board with the State Treasurer for safe keeping.

ELECTION OF OFFICERS.

SEC. 4. The President of the Board shall be elected at the annual meeting in June, and shall hold his office for two years, and until his successor is elected and qualified. At the first annual meeting after the adoption of these amended by-laws, a Secretary of the Board shall be elected, who shall thereafter hold his office at the pleasure of the Board and by the same tenure as is fixed by statute for professors, and until his successor is elected and qualified.

DUTIES OF THE CHANCELLOR.

SEC. 5. The Chancellor of the University is president of the several Faculties of the University. He is charged with a general supervision of all the associated colleges of the University, and shall see that all the regulations and orders of the Board are complied with ; in case of vacancy in any department of instruction occurring in the vacation of the Board, he shall secure the necessary supply therefor until the next meeting of the Board ; and shall exercise such general executive powers as are necessary to the good government

of the University and the protection of its interests, which are not otherwise provided for.

He shall make an annual report to the Board at its annual meeting, respecting the condition of the University, embodying all recommendations of the General Faculty for the improvement of the same, when so directed, and such suggestions as he may think proper.

SEC. 6. The Chancellor shall have the right at any meeting of the Board of Regents to present and discuss such matters as pertain to the general welfare of the institution, except those involving his own personal relation to the University.

THE STEWARD.

SEC. 7. The Steward and Secretary shall keep his office in some one of the University buildings, in rooms set apart for that purpose by the Board, and his office shall be kept open during the ordinary business hours of the day, except when he is necessarily absent.

The Steward shall be the chief fiscal officer of the University and of the Board of Regents, and he shall have general authority to act for and on behalf of the Board, in fiscal matters, when it is not in session. He shall perform such other duties as the Board may from time to time direct. He shall report to the Board of Regents from time to time, in writing, concerning the business of his office, and also such recommendations as he shall deem best and for the general welfare of the University, within the scope of his powers and duties.

The Steward shall hold his office *ex officio* as Secretary of the Board until otherwise ordered, and the tenure of office shall be the same as is fixed by statute for professors. During the intervals between sessions of the Board, the Steward shall audit and pay all claims contracted upon his authority or known by him to be correct, within the limits of appropriations made by the Board of Regents. (R. R. 2. 47.)

CHAPTER III.

RELATING TO FINANCES AND PROPERTY OF THE UNIVERSITY.

SALARIES.

SECTION 1. The salary of each officer, professor, tutor, or other person employed by the Board, shall be fixed by a resolution of the Board at the time the appointment is made, and the Secretary is authorized to issue a certificate therefor as the same shall become due. Salaries shall be paid quarterly, and in the discretion of the Board shall be subject to alteration at the close of the fiscal year for the payment of salaries. For the payment of salaries the year shall begin the first of July.

The janitor, watchman, or laborers regularly employed shall be paid their salaries monthly, and the Secretary is authorized to issue certificates therefor accordingly.

In case of newly elected professors, tutors, or other teachers employed regularly by the Regents, one-half of the first quarter's salary may be paid in advance, and upon application of the party entitled thereto the Secretary is authorized to issue his certificate accordingly.

The salaries of all members of the corps of instruction shall be paid at the close of each quarter, dating from July 1st of each year, unless the Board shall specifically order otherwise; the specific order of the Board now existing relating hereto shall not be abrogated by this general rule, until June 30, 1888. (R. R. 1. 54, 229, 477.)

DEBT.

SEC. 2. No debt or obligation whatever shall be incurred by or in behalf of the Board, except by resolution entered at length in the Secretary's journal; or by a committee acting pursuant to authority expressly granted by the Board, or by some person having general authority to act for and in behalf of the Board.

REGENTS' CERTIFICATES.

SEC. 3. The Regents shall file with the Secretary a statement of their actual expenses at the close of each meeting, upon the filing of which the Secretary is hereby authorized to issue a certificate for the same.

CLAIMS.

SEC. 4. All claims against the University must be presented in writing, and when audited and allowed by the Board, or by a committee or officer acting pursuant to authority expressly granted by the Board, the Secretary shall issue a certificate for the same.

CERTIFICATES.

SEC. 5. No certificate shall be issued by the Secretary except by express direction of the Board, recorded in the journal, or by direction in writing, of a committee acting pursuant to authority expressly granted by the Board, or except in pursuance of the general rules and regulations provided herein.

LOANING PROPERTY.

SEC. 6. Apparatus belonging to the University shall not be loaned or taken out of the institution except by permission of the proper Faculty. Officers of the University shall be held accountable for all property in their charge belonging to the University. (R. R. I. 213.)

ESTIMATES FOR DEPARTMENTAL EXPENSES.

SEC. 7. Before any appropriation shall be made to defray the necessary current expenses of any department, the head of the department shall make an estimate of the amount needed, in writing, and submit the same to the Chancellor; said estimate shall be considered by the Chancellor and Faculty, and in case they approve of an appropriation they shall report the same to the Board of Regents

in writing : *Provided*, that such report shall be filed with the Secretary of the Board at least forty-eight hours prior to a meeting of the Board. Such estimates shall be presented only at the annual meeting of the Board in June, and the various departments will be strictly confined for the year following to such estimates as the Board may approve. (R. 2. 71, 98.)

CHAPTER IV.

RELATING TO FACULTIES GENERALLY, AND DEGREES.

DEAN.

SECTION 1. There shall be elected at each annual meeting, by the Board of Regents, a Dean of each college, who shall preside at the meetings of the Faculty of such college in the absence of the Chancellor of the University, and shall perform such other duties as shall be prescribed by the rules and by-laws of such college.

DEAN TO ACT AS CHANCELLOR.

SEC. 2. In case of a vacancy in the office of Chancellor during the time intervening between sessions of the Board of Regents, the Dean of the Academic Faculty shall perform the duties of Chancellor.

SEC. 3. When any matter relating to the management of the College Farm or the Industrial College is under discussion, the Dean of the Industrial College shall have the privilege of making such statements relative to them as he may wish. (R. R. 1. 413.)

SEC. 4. The Board of Regents shall not dismiss any professor, tutor, or other officer without giving him three months' notice, except in case of gross immorality or misconduct.

MEMBERS OF FACULTIES. (RIGHTS.)

SEC. 5. Any member or members of any Faculty may at any time communicate with the Board of Regents on matters pertaining to the interests of the University, which have been previously considered at a Faculty meeting. (R. R. I. 413.)

VOTE BY BALLOT.

SEC. 6. For final recommendation of students for any degree, by the different College Faculties, all votes shall be by ballot; and in all cases of discipline, involving suspension, dismissal, or expulsion, the votes shall be by ballot.

TUTORS.

SEC. 7. It shall be the duty of every tutor appointed, in addition to his other duties, to give assistance in any College or department, when required by the Chancellor, provided his entire service shall not exceed five hours each day. All tutors shall be appointed for a term not exceeding one year. (R. R. I. 418.)

PRESENTS.

SEC. 8. No officer, professor, or teacher of the University shall receive any present from any student or students of the same.

DEGREES.

SEC. 9. All degrees of the University shall be conferred by the Board of Regents on the recommendation of the proper Faculty; but no degree shall be conferred until all fees are paid, including the fee for diploma.

FINAL SENIOR EXAMINATIONS.

SEC. 10. The examinations of the Senior Class shall close two weeks prior to the beginning of Commencement week, and the standing of the members thereof and the

recommendations of the Faculty in relation thereto shall be filed with the Secretary of the Board of Regents within one week after the termination of said examinations.

MANNER AND CONDITION OF CONFERRING DEGREES.

SEC. 11. Ten days prior to the annual Commencement, the Faculty of each college shall report to the Board of Regents the names in full and the place of residence of all persons whom they shall recommend for a degree, and the kind of degree for which they are recommended; and if the Board in their discretion shall pass a resolution to confer the same, the report of the Faculty shall be inserted in full in the records of the Secretary. No candidate for a degree shall receive the same unless he or she has maintained a good moral character, and has sustained satisfactorily the examination prescribed by the Faculty by which he is recommended for a degree. Each candidate shall also present to the proper faculty any thesis that may be required, and shall attend on such public duties as the Faculty may direct, and perform such public exercises as may have been previously assigned.

HONORARY MASTER'S DEGREE.

SEC. 12. The Master's degree may be conferred, *causa honoris*, upon such persons as have already received the Bachelor's degree at this University, being of at least three years' standing, and who shall give satisfactory evidence of one years' liberal non-professional study. Any candidate for the Master's degree may be required to prepare and pronounce in public an oration during Commencement week. (R. R. 1. 240.)

THE DEGREE OF MASTER OF ARTS.

SEC. 13. The degree of Master of Arts may be conferred upon graduates of this or any other college of equivalent undergraduate courses, who have passed a satisfactory ex-

amination in certain lines of study pursued under the direction of the Faculty, and have been by them recommended for such degree.

DIPLOMAS.

SEC. 14. The Secretary of the proper Faculty shall, at least ten days before Commencement Day, report to the Secretary of the Board of Regents, the names of persons recommended by the respective Faculties for degrees, together with the degree so recommended, and the Secretary of the Board shall procure suitable diplomas, and shall cause the name of each graduate to be inserted, and shall procure the signatures of the President of the Board and the Chancellor, and affix to each the seal of the University, and deliver them to the Chancellor. All degrees shall be conferred on Commencement Day by the Chancellor, acting under the authority of the Board of Regents, granted in pursuance of a recommendation of a proper Faculty. The fee for a diploma shall be five dollars in all cases, to be paid to the Treasurer of the University or other proper custodian of the funds thereof. (R. R. 1. 413.)

CHAPTER V.

THE FACULTIES OF COLLEGES.—(R. R. 1. 413, 428.)

SECTION 1. The professors and associate professors in the College of Literature, Science, and the Arts shall constitute and be styled the "Academic Faculty." (R. R. 2. 101.)

SEC. 2. The professors and associate professors in the Industrial College shall constitute and be styled the "Industrial Faculty." (R. R. 2. 101.)

SEC. 3. Subject to the approval of the Board of Regents, each college shall have authority to arrange its own course of study, determine what qualifications shall be requisite for admission, recommend students for graduation, sign the

diplomas of its graduates, and make all arrangements necessary for its efficient management, so far as such arrangements do not affect professors or students in the other college. All regulations which affect instructors or students in both colleges shall be made by the General Faculty, as provided in a subsequent section.

MEETINGS OF COLLEGE FACULTIES.

SEC. 4. General meetings of a college Faculty may be held at such times as they may appoint, and the Chancellor or Dean may call special meetings when deemed necessary, or on the application of two professors, and a majority of the acting professors in such college shall constitute a quorum.

TEXT-BOOKS.

SEC. 5. The text-books used in any department shall be under the control of the professor of the department, with the concurrence and final revision of the Faculty of the college with which such professor is connected, and the Board of Regents.

SECRETARIES.

SEC. 6. The Faculty of each college shall appoint a Secretary, who shall keep a record of all its proceedings. The Secretaries of the several Faculties and of the Senate shall file in the office of the Secretary of the Board of Regents, prior to meetings thereof, official copies of all resolutions of said bodies relating simply to appropriations of money. Of all other proceedings intended to influence the action of the Board, they shall file official copies with the Chancellor, who shall embody them in his annual or special reports. Said Secretaries shall have custody of the files and papers belonging to said Faculties and Senate, and shall perform such other duties as may be required of them by the proper Faculty, or by these By-Laws, or by the Board of Regents.

THE GENERAL FACULTY.

SEC. 7. The several professors and associate professors who are members of the Academic and Industrial Faculties shall be united in one body, to be styled the General Faculty, and this body, subject to the control of the Board of Regents, shall be charged with the government of the University in all matters pertaining to both colleges, and shall have power to make and enforce all rules necessary to conduct such government in all cases not otherwise specified in these By-Laws. Wherever in these By-Laws, or in the actions of the Board of Regents, the words, "The Faculty" are used, without restriction, the General Faculty shall be understood. All matters not specifically committed to any special Faculty, are committed to the General Faculty.

MEETINGS OF GENERAL FACULTY.

SEC. 8. Regular meetings of this Faculty shall be held weekly, at such times and places as it may appoint; and special meetings may be called by the Chancellor or Dean of the Academic Faculty, when deemed necessary, or on the application of two professors, the object of which meeting shall be stated in the call. At all meetings a majority of the acting professors of the University shall constitute a quorum.

SECRETARY.

SEC. 9. The General Faculty shall appoint a Secretary, who shall keep a record of all of its proceedings, and who shall also be governed by the rules prescribed for the Secretaries of the several Faculties and Senate.

CLASS RECORDS AND REPORTS.

SEC. 10. Each professor or tutor in the University shall be required to keep an accurate record of his classes, the number taught in each class, text-books used, and the number of exercises in each class per term, and at the close of each University year to make a complete and systematic report of the same to the Chancellor, who shall embody all the essential facts reported in his annual report to the Board. (R. R. I. 413.)

CHAPTER VI.

RELATING TO STUDENTS.

ADMISSION.

SECTION 1. Each candidate for admission shall procure from the Chancellor a blank form of application, which must be properly filled, and after satisfactory examination in that department or college which he proposes to enter, may then be registered as a student in such department. But no student shall be admitted as a member of a class except on producing to the professor evidence of the payment of all required fees. If he comes from another college, he shall exhibit evidence of honorable dismissal.

HONORABLE DISMISSION.

SEC. 2. Students not minors may have a dismission from the University at their own request, and minors at the request of their parents or guardians, provided in either case there is no reason connected with the government of the University for refusing it.

DISMISSION FOR NEGLECT.

SEC. 3. Whenever any Faculty is satisfied that a student is habitually neglectful of his duties, and not likely to fulfill the purposes of his residence at the University, or is in any way unfitted to remain, the Chancellor shall notify his parent or guardian that he may be withdrawn; and if not withdrawn from the University in a reasonable time, he shall be dismissed.

SUSPENSION.

SEC. 4. A student may be suspended, dismissed, or expelled for continually resisting the government of the University, or for immorality deemed injurious to the prosperity of the University.

PROHIBITIONS.

SEC. 5. No student is allowed to frequent gaming houses or saloons, or to engage in gambling, or to use intoxicating drinks, or to do anything inconsistent with good morals. No student is permitted to neglect a call of the Chancellor or of any professor of a Faculty under which he is placed, but must attend without delay, and must obey the direction of the Chancellor or professor of the department to which said student belongs. All injury to the buildings or property of the University is forbidden.

PETITIONS.

SEC. 6. The presenting of petitions to the Board in regard to the appointment or removal of professors, or in respect to the government of the University, or holding meetings to criticise the same, is regarded as disorderly, and for such offense, in the discretion of the proper Faculty, students so offending may be dismissed from the University.

EXAMINATIONS.

SEC. 7. At the close of each term there shall be a public examination of all classes, and note made by each professor of the grade of each student so examined, the result of which shall be filed with the Registrar. At the close of the examination, the Faculty shall determine what students shall be permitted to pass to the studies of the next term, and no one shall be entitled to pass except he is authorized by the Faculty so to do.

STUDIES.

SEC. 8. All students are required to have at least three daily studies or lectures, or their equivalents, unless excused by the Faculty, and to attend such other exercises as the Faculty may direct. (R. R. 1. 254.)

DELINQUENCIES.

SEC. 9. The Faculty have power to make all prudential regulations with respect to excusing absences from class and all other kinds of delinquencies, and to fix penalties for the same.

CHAPEL EXERCISES.

SEC. 10. There shall be chapel exercises at such times as the Faculty may designate, at which all the students attending the University shall attend, unless excused by the Chancellor. The attendance of the several professors and instructors at these exercises is urged as very desirable. (R. I. 276, 279, 307.)

CHAPTER VII.

UNIVERSITY LIBRARY.

SECTION 1. The Library shall be open at such times as the Faculty may direct.

REGULATIONS.

SEC. 2. The Faculty, under the supervision of the Library Committee thereof, shall make all needful rules and regulations for the safe keeping and proper use of the books belonging to the general library, and shall have power to prescribe all necessary conditions for the use of the same. These regulations, when made, shall be posted in conspicuous positions in the Library and reading room.

SEC. 3. The loaning of books to parties not connected with the University is strictly prohibited, but the Alumni, officers of the institution, and persons temporarily connected with any class, shall be allowed the same use of the Library as students. No books are allowed to be taken or given out

without authority of the Librarian. All Library funds shall be disbursed by the Academic Faculty through its proper committee, and a report of books purchased and the price of each with vouchers shall be made to the Regents at their annual and regular meetings. (R. R. I. 298.)

READING ROOM.

SEC. 4. The Faculty shall also determine who shall have access to the reading room, and prescribe all needful rules for the maintenance of order and quiet therein.

CHAPTER VIII.

UNIVERSITY SENATE. (R. R. I. 457, 461.)

SECTION 1. The professors of all the Faculties shall constitute a University Senate.

SEC. 2. The Chancellor of the University shall be the presiding officer of the Senate, and in his absence a temporary chairman shall be chosen.

SEC. 3. The Senate, when convened, shall elect by ballot a Secretary who shall continue to serve until his successor is chosen.

SEC. 4. The regular meetings of the Senate shall be held at least twice a year, the time to be fixed by the Senate. Special meetings may be called by the Chancellor or by the Secretary, at the request of five members, of which at least one shall be from each organized department of the University. Notification of special meetings must be made in writing.

SEC. 5. The Senate may consult on whatever pertains to the general interests of the University, and may communicate to the Board of Regents their views of such improvements as will promote efficiency in the work of the University. (R. R. I. 478.)

SEC. 6. The Senate shall cause a full record of their proceedings to be kept, which shall be open at all times to the inspection of the Board of Regents, or any member thereof.

SEC. 7. The order of business at the regular meetings shall be:

1. Reading the minutes of the last meeting.
2. Reports of committees.
3. Taking up communications.
4. Resolutions and miscellaneous business.

SEC. 8. Notice of meetings shall be transmitted to the various professors, in writing, at least two days prior to the time appointed for the meeting.

SEC. 9. A majority of all the members of the Senate shall constitute a quorum, and no action of the Senate shall be binding on a Faculty unless one of its members be present.

SEC. 10. On all questions in which the ayes and nays may be demanded, by a motion and a second, a record shall be kept of those voting in the affirmative and in the negative.

AMENDMENTS.

These By-Laws may be amended by a vote of two-thirds of the Board of Regents, at any regular or annual meeting.

LIBRARY OF CONGRESS



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